

# Jackson Public School District



**JACKSON**  
**PUBLIC SCHOOLS**

Transforming lives through  
excellent education

Jackson Public School District

662 South President Street

Jackson, MS 39201

For Questions or concerns regarding Specifications

Contact: Ms. Sharolyn Miller

Telephone: (601) 960-8801

E-mail: [smiller@jackson.k12.ms.us](mailto:smiller@jackson.k12.ms.us)

## **Submission Deadline and Time:**

**May 8, 2020 at 10:00 a.m.**

**RFP 2020 - 01**

**Issued Date: April 15, 2020**

**Name of Proposal:**  
**School District Depository**

**Proposals (1) Original and (1) Copy must be sealed and submitted as specified to Jackson Public School, Business Office, 662 S. President Street, Jackson, MS 39201. Sealed proposals shall be delivered to the above address any time prior to, but not later than 10:00 a.m. on May 8, 2020. Sealed envelope must list the vendors address information, rfp number, title of rfp and opening date on the outside.**



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**Jackson Public School District**

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Telephone: 601-960-8799 ☎ Fax: 601-960-8967

**REQUEST TO ADD VENDOR**

To be completed by JPS School/Location:

School/Department Requesting Vendor Addition \_\_\_\_\_

To Be Completed by Vendor: Please complete all sections and fax back to 601-960-8967.

Will your company accept purchase orders? \_\_\_\_ Yes \_\_\_\_ No

**Note: An original JPS purchase order is required for all material purchases. Do not accept any order without a purchase order.**

Product Line \_\_\_\_\_

PARENT COMPANY NAME: \_\_\_\_\_

Doing Business As (dba) NAME: \_\_\_\_\_

Order Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**REMITTANCE ADDRESS:**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent Company Tax ID# \_\_\_\_\_

D/B/A Federal Tax ID/Social Security #: \_\_\_\_\_

**Select One**

Minority Code:

**This information will be used to track purchases from minority vendors.**

\_\_\_\_ Woman & Minority

\_\_\_\_ Minority

\_\_\_\_ Non-Minority

\_\_\_\_ Woman

**Select One**

Type of Entity

\_\_\_\_ Individual/Sole Proprietor

\_\_\_\_ Corporation

\_\_\_\_ Partnership

\_\_\_\_ Other \_\_\_\_\_

**\*\*\*\* JPS accepts no responsibility for orders filled without a valid purchase order.**

Submitted By: Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR INTERNAL USE ONLY**

Vendor Number: \_\_\_\_\_

1099: \_\_\_\_ Yes \_\_\_\_ No

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Company's W-9 must accompany this form for IRS purposes.

The Jackson Public School District Board of Trustees, pursuant to the provisions of Section 37-7-333, 27-105-305 and 27-105-315 of the Mississippi Code of 1972 as amended, will receive until **10:00 a.m., Wednesday, April 8, 2020**, sealed proposals from all qualified financial institutions within Jackson, Mississippi, for the privilege of keeping the Jackson Public School District funds.

Said proposals shall be received at the JPS Business Office located at 662 South President Street, Jackson, MS or by mail at Post Office Box 2338, Jackson, MS 39225-2338.

The District reserves the right to request, after proposals are opened, any additional information regarding the proposal which will help in determining the proposal to be selected. The District reserves the right to (1) award proposals received on the basis of individual accounts, groups of accounts, or on all accounts of the District; (2) to reject any or all proposals, or any part thereof; (3) to waive any and all formalities; and (4) to accept the most responsive and responsible proposal(s) that are in the best interest of the District. The decision of the School Board shall be final.

Proposals shall include a listing of all branches located in Jackson (item#3) and also information detailing any negative remarks related to the institution's Community Reinvestment Act status over the past five (5) years.

If additional information or clarification is needed, contact Sharolyn Miller, Chief Financial Officer at (601) 960-8801 or [smiller@jackson.k12.ms.us](mailto:smiller@jackson.k12.ms.us)

## BID PROPOSAL FORM

TO BOARD OF TRUSTEES OF THE JACKSON PUBLIC SCHOOL DISTRICT:

We submit the following bid proposal for serving as the depository for the Jackson Public School District for the period beginning July 1, 2020 and ending June 30, 2023 and thereafter until new arrangements shall be made according to law:

1. \_\_\_\_\_ is insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, or any successors to such insurance corporations.
2. \_\_\_\_\_ has met the primary capital to assets ratio of five and one-half percent (5 1/2%) or more as of June 30, 2020 and has received certification of such from the State Treasurer.
3. \_\_\_\_\_ has **ten (10)** or more offices located throughout the City of Jackson, Mississippi that are in reasonable proximity to JPS schools/locations.
4. \_\_\_\_\_ is a qualified public funds depository as approved by the State Treasurer under sections 27-105-5 and 27-105-6, Mississippi Code Ann. (1972). The qualified financial institution shall secure those deposits by placing qualified securities on deposit with the State Treasurer as provided in Section 27-105-5.
5. \_\_\_\_\_ agrees to execute a Collateral Security Agreement and a Custodial Agreement with the District in the form recommended by the State Auditor of the State of Mississippi and the Mississippi Bankers Association for the purpose of complying with Section 1823(e) of FIRREA as necessary to insure that the District will possess a preferred claim to pledged securities in the event of default by the depository bank.

All Collateral Security and Custodial Agreements will be executed prior to July 1, 2020. All current Agreements in force must be re-executed prior to July 1, 2020.

6. \_\_\_\_\_ agrees to prepare monthly statements beginning with the first day of the month and ending with the last day of the month, showing debits, credits, balances, and sequential listing of cashed checks within five (5) working days of the statement closing date.
7. The undersigned financial institution agrees and understands that if this bid is accepted this Bid Proposal Form shall be and constitute a part of the depository agreement between the undersigned and the Jackson Public School District.
8. The undersigned financial institution is thoroughly familiar with the provisions of Sections 27-105-305, 27-105-315, and 27-105-5, Mississippi Code of 1972, and agrees to abide by the provisions thereof.

In addition, \_\_\_\_\_ agrees to provide the following services at no charge or minimum charge to the District:

SERVICE (Indicate if not available)	PROVIDED AT NO CHARGE (Indicate Yes or No)	DIRECT FEE OR SERVICE CHARGE (Indicate Fee or Charge)
Stop Payments		
Wire transfers (in/out)		
Night depository services		
locking bank bags		
Keys for bank night drop of district funds		
Deposit slips (2 part, NCR)		
Checks, except for Payroll and Accounts Payable Clearing (3 to a page)		
Re-deposit items @ least once		
Banking software for bank to bank and book to book transfers		
Sweep accounts		
Electronic transations--detail fees, if any		
Purchasing card program		
Reconciliation software		
Imaged checks		
Imaged deposits		
Overdraft fees		
Remote deposit services		
Any other fees--PLEASE LIST		
ACH Alert (Fraud Alert)		
Maintenance Fee		
Checks Paid and Debit Items		
Items Deposited		
Electronic Credits		
Uncollected Funds		
Deposits		
Deposit Items Returned		
Currency Straps Sold		
Currency /Coin deposited per \$100		
Check Cashing Fee		
ACH Returns		

9. \_\_\_\_\_ agrees to provide ledger credit on the same day as deposits occur (holidays and weekends excepted). This includes same day credit on wire transfer of funds from the federal and state government, and same day credit on deposits made by the District prior to 2:00 p.m.

10. \_\_\_\_\_ agrees to pay interest on the District's accounts based on a fixed or variable interest rate. **If quoting a variable rate, the institution shall disclose below their method of calculating the interest rate and the frequency of this calculation. Note: Your bid will not be considered a valid bid if this information is not provided.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional sheets if necessary)

CURRENT RATES USING ABOVE CALCULATION METHOD

	<u>Variable</u>	<u>Fixed</u>
Interest Checking	Please See Letter	Please See Letter
Money Market	Please See Letter	Please See Letter

Variable rate is based on: Fed Funds Target Rate

**Interest shall be earned on the average daily investable balance.**

11. \_\_\_\_\_ agrees to, if requested, offer advice on cash management and investment strategies necessary to properly utilize the school district's assets.

12. \_\_\_\_\_ agrees to provide the requested information necessary for the completion of the annual audit at no charge to the District or its auditors.

Financial Institution:

Address:

City, State, Zip Code:

Telephone Number:

\_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_

| \_\_\_\_\_  
Type or Print Name